

January 4, 2017

## Manufactured Housing Installation Standards Board Minutes

There was a meeting of the Manufactured Housing Installation Standards Board held on January 4, 2017. The following were present: Gary Francoeur, Fred Emanuel, Jim Baird, John Flanders, Bob Wentworth, and Linda Rogers. Ken Burgess, Kevin Breen, Craig Therrien and Robert Cook were not present. Also in attendance was Division Director Capauchino.

1. **Call to Order** – 9:10 a.m.
2. **Interview/meeting** – None.
3. **Reading of the minutes of the October 26, 2016 meeting** – Moved, seconded and voted unanimously to approve the public minutes as written.
4. **Reading of Communications** –
  - a. HUD – Commutation between HUD and Director Linda Capauchino re: April 2016 compliance letter and September 2016 deficiency letter – A brief discussion was held. Capauchino has contacted HUD for an explanation. Pending response from HUD.
5. **Applications for Board action** – Moved, seconded and voted unanimously to approve the following for licensure with the license numbers listed:

Appl. #17-02 Joseph M. Sanborn – #00167

Appl. #17-03 Dale M. Wetherby – #00168
6. **Unfinished Business** – None.
7. **New Business** –
  - a. Correspondence to the town of Whitefield – The Board reviewed a letter that Capauchino had sent to the Board Chair, Scott Burns regarding that all towns must have a code enforcement officer or a designee whom will perform safety inspections for manufactured home installations for that town; as set forth in Title XVII Housing and Development RSA 205-D “Manufactured Housing Installation Standards”, Section 205-D:4 and Section 205-D:5. The letter also briefly goes over Section 205-D:17 Warranty Seals.
  - b. Date and time of next meeting – *To be Determined*
8. **Adjournment** – 10:30 a.m.

Respectfully submitted,



Linda Balich  
License Clerk